

Custodial Services Evening Assistant Supervisor
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under direction of the Custodial Services Supervisor, the Custodial Services Evening Assistant Supervisor directs and supervises the work of Custodial Services for the entire campus.

Examples of Duties

1. Plan, organize, and direct activities and operations involved in inspection, and upkeep of College buildings, grounds, and campus facilities.
2. Plan, organize, and direct activities and operations involved in cleaning of College buildings and facilities, including classrooms, lounges, offices, restrooms, hallways, pool and athletic facilities; oversee the collection and disposal of waste materials.
3. Participate in planning, preparing, and administering department budgets as it pertains to cleaning equipment and supplies to assure preventive maintenance and proper replacement of equipment, parts and components as needed for all disciplines within the department.
4. Provide personnel support and supervision.
5. Oversee preparation and clean-up for events, respond to campus emergencies and other maintenance/operation malfunctions and to provide immediate troubleshooting, diagnosis, and suggested repair of equipment as needed.
6. Establish and maintain periodic inspection program of buildings and facilities to assure cleanliness levels and compliance with applicable fire, safety, security, and sanitary codes and regulations.
7. Design, layout, and maintain a building cleaning system of all campus buildings and maintain a current master record on all assignments given.
8. Participate in the selection, supervision, training, and evaluation of custodial staff.
9. Participate in the development and coordination of in-service training programs.

Example of Duties (continued)

10. Serve on committees as needed.
11. Perform other duties as required.

Minimum Qualifications

- Associate's Degree from an accredited college/university or equivalent.
- Three years' experience in responsible leadership positions.
- Increasingly responsible, successful supervisory experience involving facilities maintenance and repair.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees.
- Possession of a valid California Drivers License.

Knowledge and Abilities

Knowledge of:

- Mission of the California Community Colleges and community college programs.
- Principles of budget control and personnel management.
- Operations and activities involved in cleaning inspection, cleaning, maintenance, and repair of college buildings, and facilities.
- Methods and techniques used in general cleaning and maintenance activities.
- Applicable building codes, ordinances, regulations and health and safety requirements.
- Work order software; and Microsoft Software such as Excel and Word.
- Operation and use of custodial equipment including repair requirements in maintaining custodial equipment.
- Proper use of and storage of custodial chemicals.

Ability to:

- Interpret laws, rules, and regulations pertaining to procurement, health, and safety.
- Formulate policy and procedures.
- Compile clear, accurate reports.
- Coordinate/facilitate meetings.
- Establish and control budgets.
- Establish and maintain effective working relationships.

Knowledge and Abilities (continued)

- Develop a preliminary budget and maintain expenditures within budget.
- Effectively supervise staff.
- Plan, organize, and direct operations involved in inspection, cleaning, maintenance and repair of college buildings and facilities.
- Operate a district vehicle.

Working Conditions

Environment: Office and other areas on campus. May involve exposure to dust, odors, and fumes.

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 50 pounds.
4	Ability to carry 50 pounds.
4	Ability to operate office equipment.
4	Ability to move throughout buildings to inspect cleanliness.
4	Ability to ascend and descend stairs.
2	Ability to operate custodial equipment.

Status/Rationale

This is a managerial/supervisory position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)